

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****March 18th, 2022**

The Hickman County Highway Department an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional Consultant/Engineering firm to provide services related to the completion of a roadway resurfacing and repair improvement project on Hoover and She Boss Road from Mobley Ridge Road to SR-50, PIN: 129908.00, funded in part by TDOT FLAP funds. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional Consultant/Engineering must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Provide field survey services of the project area
- Provide services to complete the Environmental document
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice
- Prepare bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist City in evaluation of bids and recommendation for contract award
- Perform Construction Engineer Inspection (CEI) services during construction
- If necessary, hire and manage any Right-of-Way (ROW) Specialist to obtain ROW Certification
- Any other services needed to complete the design, bidding and construction of the project.

Estimated Schedule for Performance of Work

- **April 2022 TDOT consultant selection process complete, consultant under contract with Hickman County Highway Department, NEPA Phase begins.**
- **April 2023 NEPA phase completed, PE-Design Phase begins.**
- **September 2023 Notice to Proceed (NTP) for Construction issued by TDOT Local programs.**

Firms may request consideration by submitting a letter of interest along with qualifications to **The Hickman County Highway Department 187 Hwy. 50 E. Centerville, TN 37033 Attn: Ronald Coates** or email them to **hchd@bellsouth.net** All letters of interest must be received by **the Hickman County Highway Department** on or before **4:00 P.M. April 8th 2022**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment will be lump sum.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Work experience with the TDOT Local Programs process and familiarity with TDOT staff.**
- **Availability of staff.**
- **Experience in successfully completing Federal Land Access Program (FLAP) projects like this.**

From the letters of interest, the Hickman County Highway Department will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The Hickman County Highway Department will evaluate the top 3 firms on the following criteria (relative weight):

- a. Past experience in the required disciplines with TDOT and other clients. (20%)
- b. Past experience specific to FLAP funded resurfacing projects. (20%)
- c. Qualification and availability of staff. (10%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice. (10%)
- e. Amount of work under contract with TDOT and other clients (10%)
- f. Knowledge of Federal and TDOT CEI requirements (10%)
- g. Knowledge of the TDOT Locally Managed Program process for federally funded projects (20%)

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The Hickman County Highway Department**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.